

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT

POSITION VACANCY

ANNOUNCEMENT NO.: 06-15

OPEN: October 30, 2006

CLOSE: Open until filled

AVAILABILITY: Immediate

**POSITION: DEPUTY CLERK FOR PUBLIC
INFORMATION
Salary commensurate with education and
experience
CL 23/01 - \$29,339 – CL 24/61 - \$52,794**

DESCRIPTION OF DUTIES:

The Deputy Clerk for Public Information performs duties and responsibilities such as the following: (1) Responsible for greeting and providing assistance to all visitors at the public counter; (2) Answers telephone inquiries; (3) Receives and reviews incoming documents to determine conformity with appropriate rules, practices and court requirements; (4) Routes documents to proper persons after acceptance; (5) Oversees retrieval of court records for examination/copying by the public and maintains document integrity and accountability; (6) Insures newly submitted documents and documents utilized by the public are routed or stored correctly; (7) Insures all time and date imprints are in proper working order and reflect the correct date; (8) Enters data into various case management programs; (9) Prepares daily reports for distribution to staff members; (10) Utilizing a checklist, file documents under the supervision of other team leaders; (11) Able to work in a “team” environment and exhibit a professional demeanor; (12) Other duties as assigned in accomplishing the mission of the court as directed by the Staff Law Clerk.

GENERAL EXPERIENCE:

Responsible clerical or administrative experience that provided knowledge of office clerical practices such as filing, telephone usage, and keyboard usage. Ability to handle a variety of projects with specific deadlines.

SPECIALIZED EXPERIENCE:

At least one (1) year of experience in progressively responsible clerical or administrative experience related to the processing of legal documents, particularly court records, such as might be found in a law office, or in another court in the judicial system; or business requiring attention to detail.

EDUCATIONAL SUBSTITUTIONS:

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

SUBMIT FORM SF 171 (PREFERRED), OF-612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT, OR RESUME (plus a listing of business references and salary history) TO:

**Clerk of Court
c/o Pamela J. Twiford, Chief Deputy Clerk
U.S. Court of Appeals for the Federal Circuit
717 Madison Place, N.W., Room 401
Washington, DC 20439**

If selected, you may be required to complete an initial performance evaluation period of employment (IPEP). Failure to complete successfully the IPEP may result in termination of employment.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer. Applicants must be United States citizens or eligible to work in the United States.

New employees are subject to a background check or investigation or periodic reinvestigations, if applicable, and that retention depends upon a favorable suitability determination. New employees will be fingerprinted upon entrance on duty.

This position is subject to mandatory Electronic Fund Transfer program (EFT) participation for payment of net pay.